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OFFICE OF FINANCE STAFF MEETING MINUTES

11 August 1982

A. Notes Based on DDA Staff Meetings:

25X1 1. The IG reported cases of misuse of overtime. The DCI wants tighter controls over approval of overtime.

2. The C/Security has a serious shortage of building guards, [redacted]

25X1 3. [redacted] reported he had a successful recruiting trip to Los Angeles.

B. Items from Mr. Sherman:

25X1 1. Mr. Sherman presented two Suggestion and Achievement Awards, one to [redacted] and one to [redacted] equally shared, for developing a worksheet for calculating FLSA payments. 25X1

2. Mr. Sherman reported the paper he sent forward on the elimination of hand delivery of salary checks has been discussed and decision made not to make it a mandatory requirement. Suggestion has been made to publish a Headquarters Notice to urge employees to go to direct deposit.

C. Around-the-table:

25X1 1. [redacted] reported he and representatives of Accounts Division 25X1 attended an all Agency briefing presented by the Bureau of Government Financial Operations, Department of Treasury, on project initiatives relating to financial activities with and between other Government agencies. [redacted]

25X1 2. [redacted] reported having problems with ETAR, full-time employees to be paid but problems with part-time employees and overtime. 25X1

25X1 3. [redacted] reported the Contract Review Board met and 25X1 awarded the third segment of the NPIC Development Program, [redacted]

25X1 5. [redacted] reported re a meeting to take place next Tuesday with OL on prompt payment procedures; a procedural paper has been [redacted]

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prepared for the OFHB and if acceptable an OF Notice will be prepared to inform everybody of the procedures to be followed to implement provisions of the Prompt Payment Act. Also P&P is sending a paper to ODP and OL on requirements for electronic receiving and is discussing the scheduling of equipment issue with both components -- both issues affect prompt payment of invoices. Received OGC opinion on handling of year-end contracts. Also reported incorporating various proposed revisions [redacted] [redacted] [redacted] Also reported on an employee who was hired [redacted] and has been fighting for incentive pay for a year, has now resigned and plans to make the case public.

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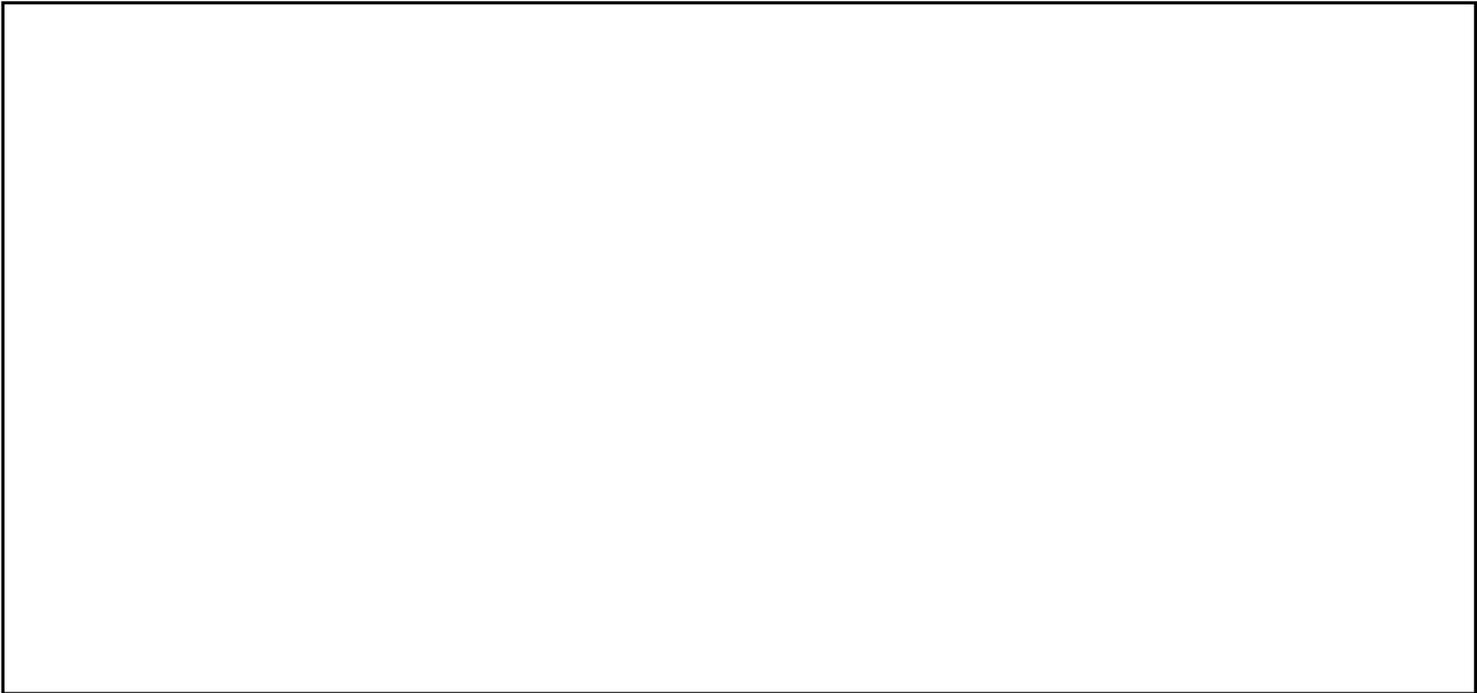
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6. [redacted] announced the following assignments:

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Reassignments



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